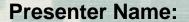
### HELPING THE DEPUTY WORK FOR YOU



Presenter Title:

**Duty Location:** 

Date of Presentation:



US Army Corps of Engineers
BUILDING STRONG®





Here are a few suggestions you might want to consider when seeking procurement opportunities within the U.S. Army Corps of Engineers:

- > Keep Your SBA Profile Current
- > Monitor Procurement Websites
- Marketing Your Firm



### **Understanding CCR (The other side)**

#### Registration Complete

#### Send To Printer

NOTE: If you would like a print out of your entire Trading Partner Profile for your records, please click on View TPP within the Registration Tools menu on the left side of your screen and use the "Send To Printer" button there.

You have changed items in CCR that may affect your ORCA record. Please allow 48 hours for your changes in CCR to become effective and then visit ORCA at <a href="https://orca.bpn.gov">https://orca.bpn.gov</a> to complete this update.

#### You have successfully finished your CCR Registration!!!

All of your CCR data has been saved and is now being processed, which could take 24-48 hours. If you want to fill out the optional information, or continue to make changes to your CCR profile, please use the [Registration Menu] located on the left of your screen.

Note: Your firm's profile information indicates that it has qualified for one or more SBA Small Business Types. Select the [View your SBA Small Business Types] button for more details.

Please select the [Register or Update your SBA Profile] button to complete SBA's supplemental page. If you are applying for certification as a HUBZone, Small Disadvantaged Business, or the 8(a) Business Development Program, you must complete the SBA Supplemental page.



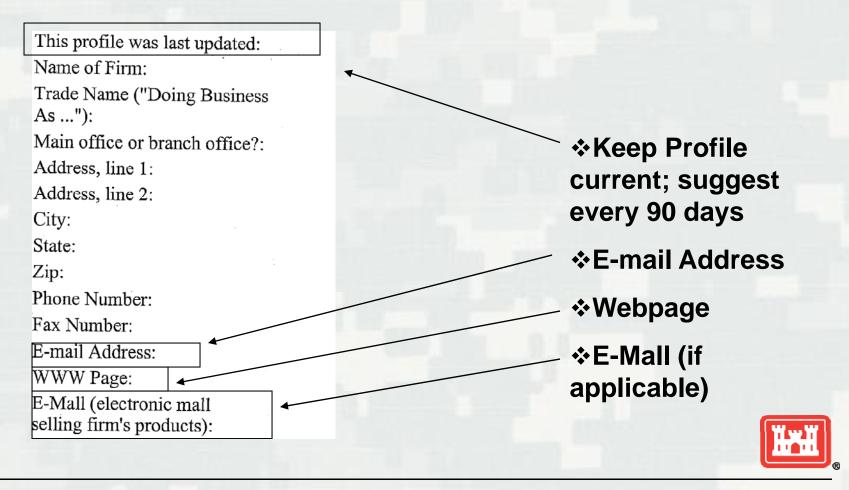


For Official Use Only

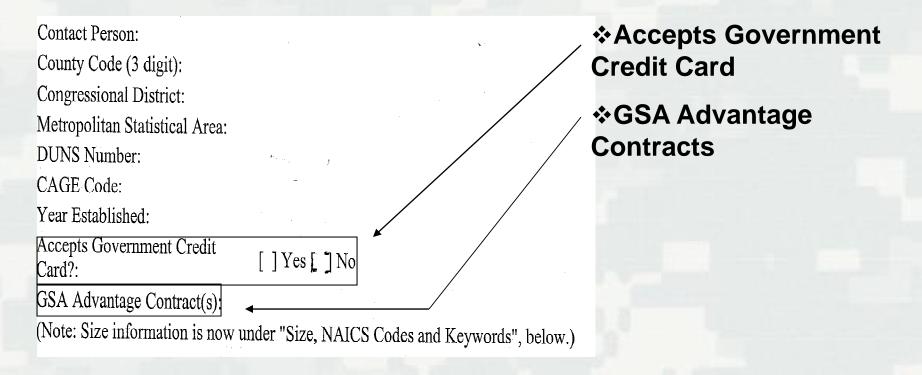
❖Register or Update your SBA Profile



**Keeping Your Profile Current Identification, Location, & Contacts** 



# Keeping Your Profile Current Identification, Location, & Contacts



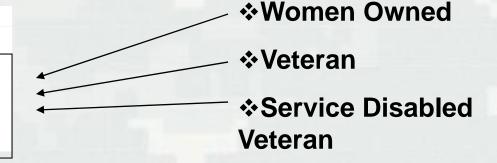
**ALWAYS FILL OUT "YES" AND "NO" BLOCKS** 



Keeping Your Profile Current
Organization, Ownership & Certifications

Legal Structure:

Ownership and Self-Certifications:



Current Principals:



# Keeping Your Profile Current Organization, Ownership & Certifications

"Business Development Servicing Office" (for certifications):

#### 8(a) Certification:

SBA 8(a) Case Number:

SBA 8(a) Entrance Date:

SBA 8(a) Exit Date:

#### Small Disadvantaged Business Certification:

SDB Entrance Date:

SDB Exit Date:

#### **HUBZone Certification:**

HUBZone Certified?:

[ ] Yes [ ] No

HUBZone Certification Date:

N/A

#### 8(a) Joint Venture Certification:

8(a) JV Entrance Date:

8(a) JV Exit Date:

**❖SBA** controls this area



Keeping Your Profile Current
Organization, Ownership & Certifications

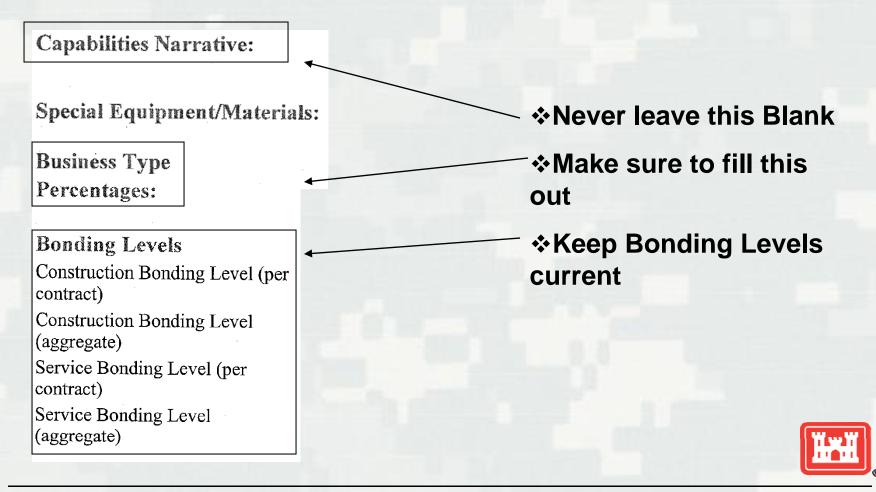
DBE Certifications (and State):

Non-Federal-Government Certifications:

- ❖DBE Certification Put them in the system
- ❖Non-FederalGovernment Certification– Put them in the system



# **Keeping Your Profile Current Products and Services**



## **Keeping Your Profile Current Products and Services**

#### Size, NAICS Codes and Keywords:

Primary?	Code	NAICS Code's Description	"Buy Green"? (1)	Small? (2)	Emerging? (3)
	*				-
		]			
				,	
		_		100	
	ļ				

<sup>(1)</sup> By entering Yes for "Buy Green", the firm asserts that it obeys EPA guidelines for environmental friendliness for this NAICS code. Note, EPA guidelines do not exist for every NAICS code.

(2) If Yes, the firm's revenues/number of employees do not exceed the NAICS code's small business size standard.

(4) "Pending" means that the firm's size for the NAICS code is pending a manual determination by the SBA.

Keywords:



<sup>(3)</sup> If Yes, the firm's revenues/number of employees do not exceed the NAICS code's special small business size standard for the Compositeness Demonstration Program (FAR 19-10). Note, not all NAICS codes are applicable to this program.

**Keeping Your Profile Current Products and Services** 

### Miscellaneous:

Quality Assurance Standards:

Electronic Data Interchange capable?:

[]YES []NO



# **Keeping Your Profile Current Export Profile (Trade Mission Online)**

#### Exporter?:

- Export Business Activities:
- Exporting to:
- Desired Export Business

#### Relationships:

• Description of Export Objective(s):

❖This might be used for Market Research



**Keeping Your Profile Current Performance History (References)** 

References

❖Put in as many References as you can

**❖Include current work** 



### **Monitoring Procurement Websites**

- > Monitor the following websites:
  - > FEDERAL BUSINESS OPPORTUNITIES (FEDBIZOPPS)

http://www.fbo.gov/

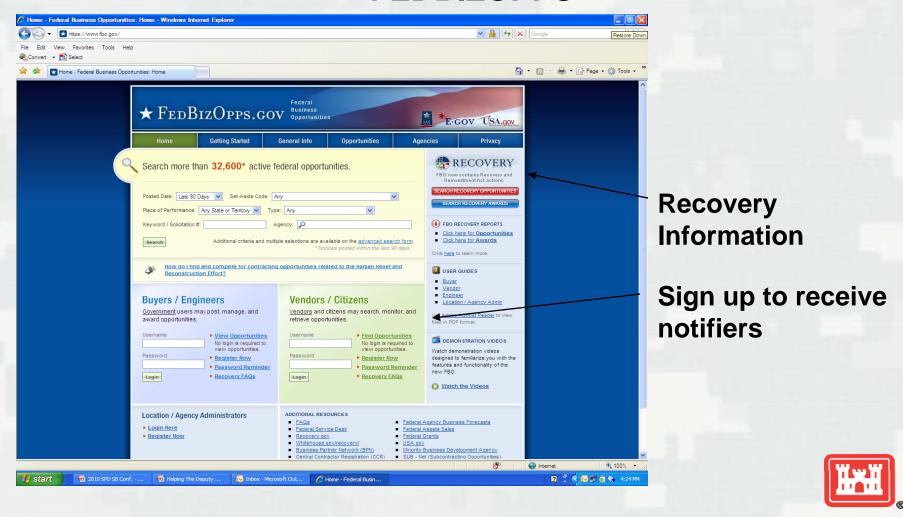
- > Respond to "SOURCES SOUGHT" announcements
  - >Answer all questions correctly in the announcement
- >ARMY SINGLE FACE TO INDUSTRY (ASFI)

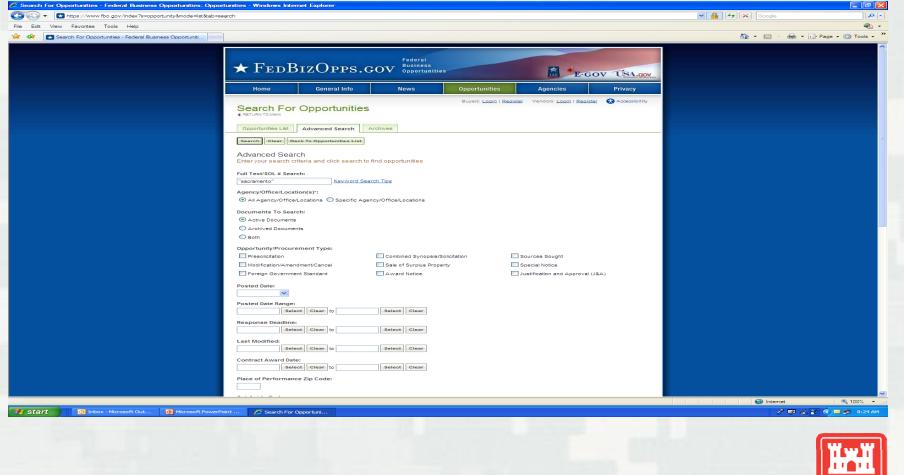
https://acquisition.army.mil/asfi/solicitation\_search\_form.cfm

> FEDERAL PROCUREMENT DATA SYSTEM (FPDS)

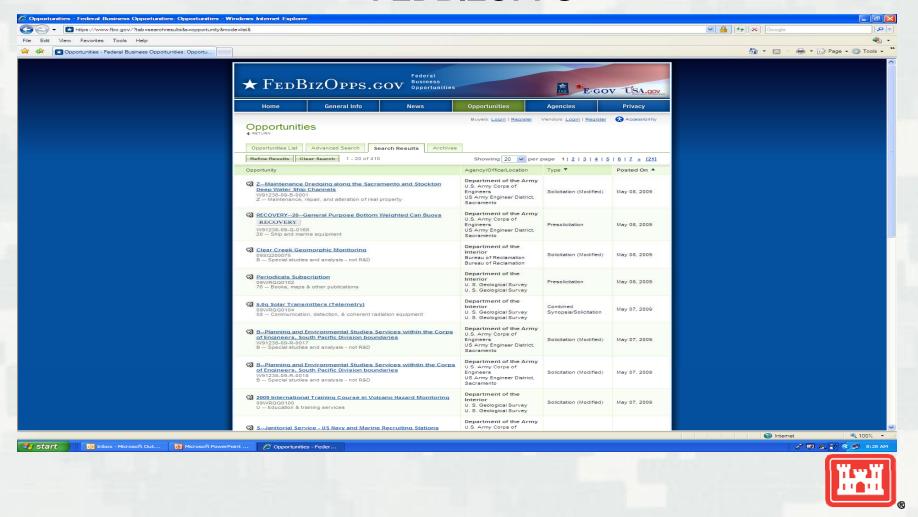
https://www.fpds.gov/

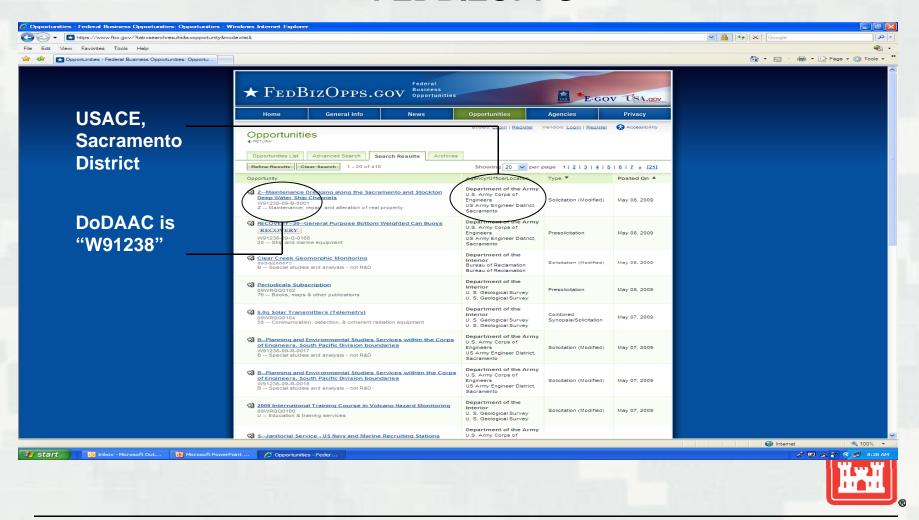


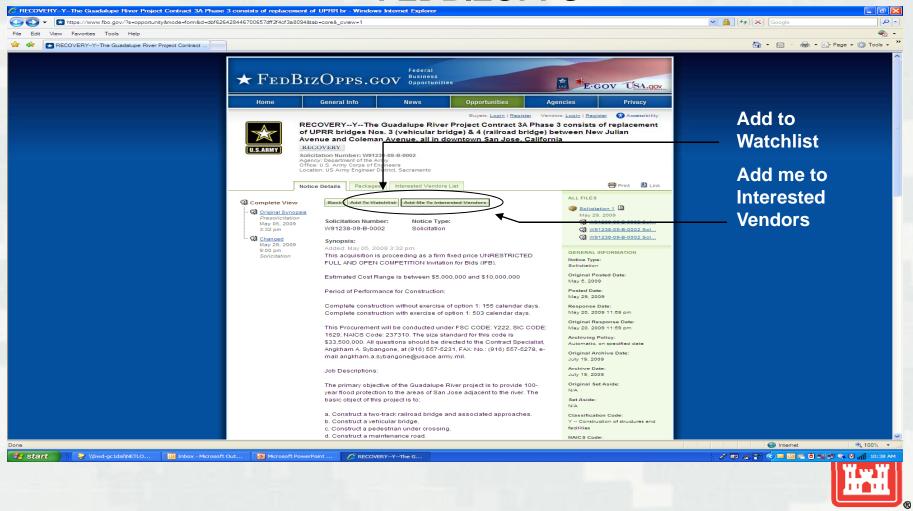


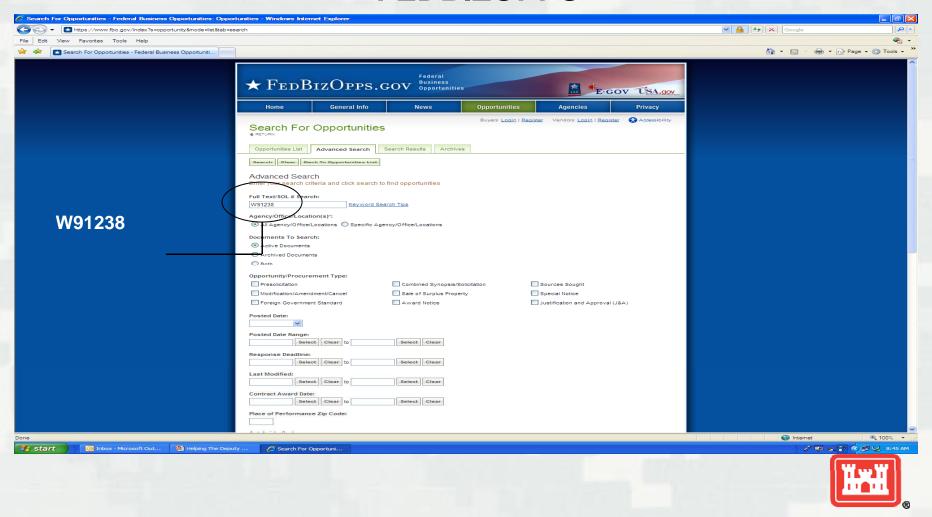


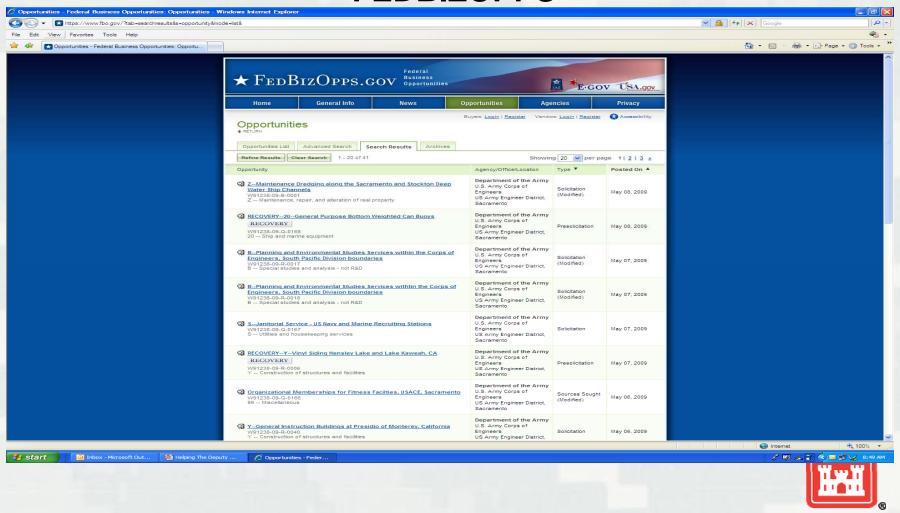




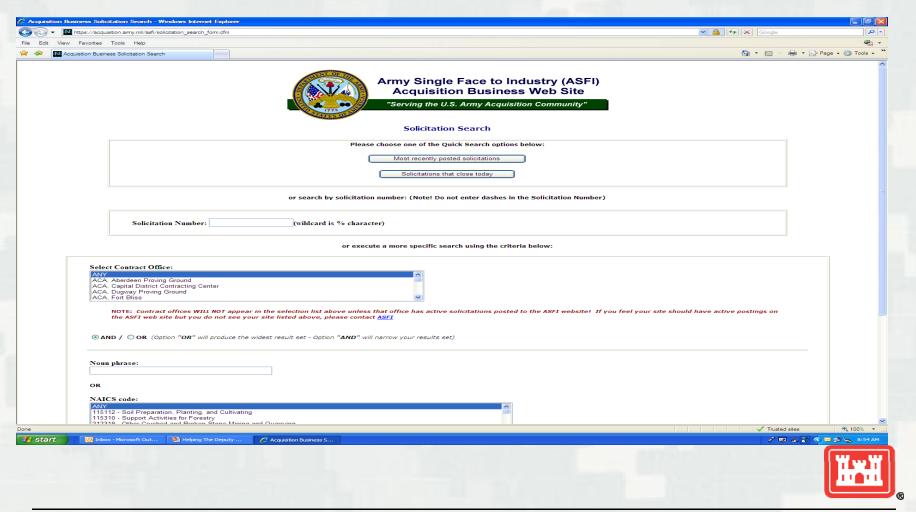




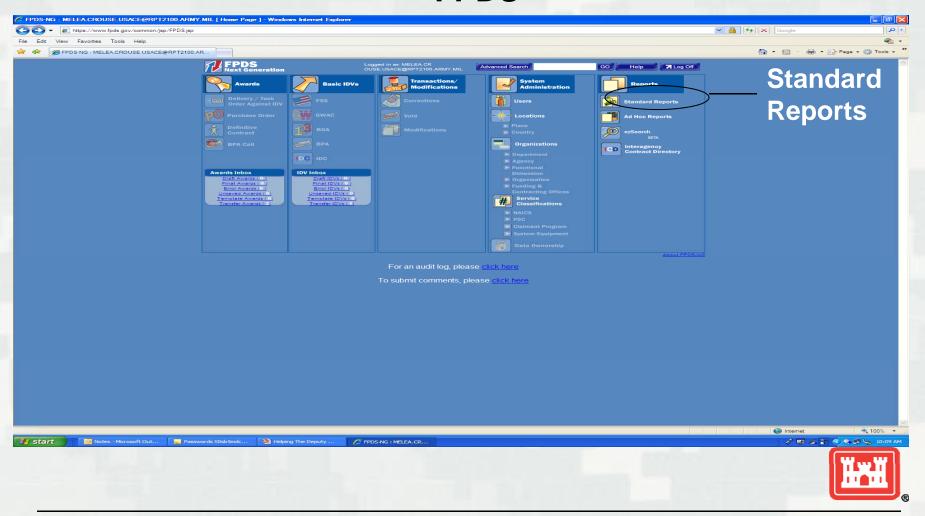


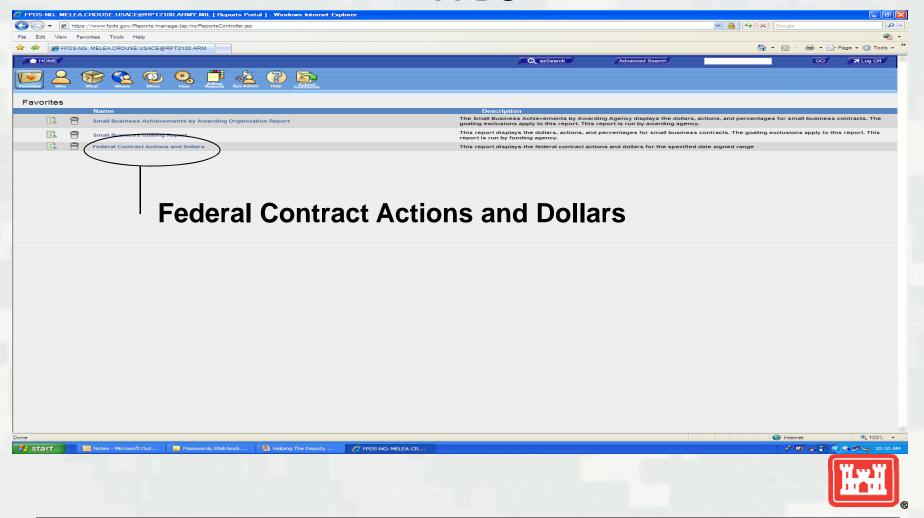


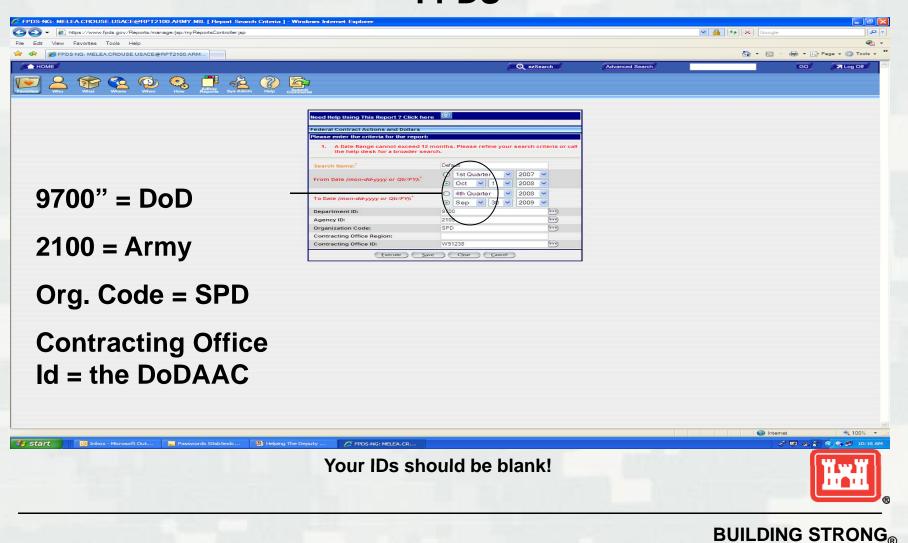
## Monitoring Procurement Websites – ASFI

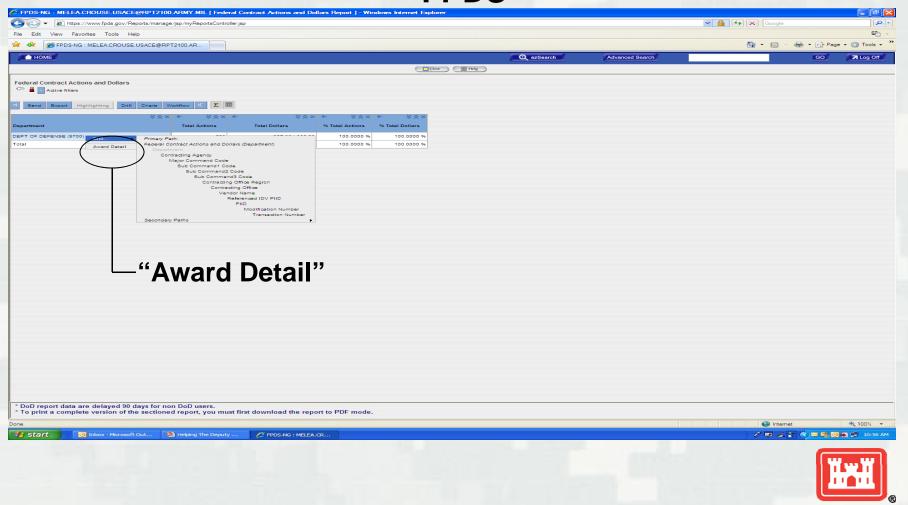


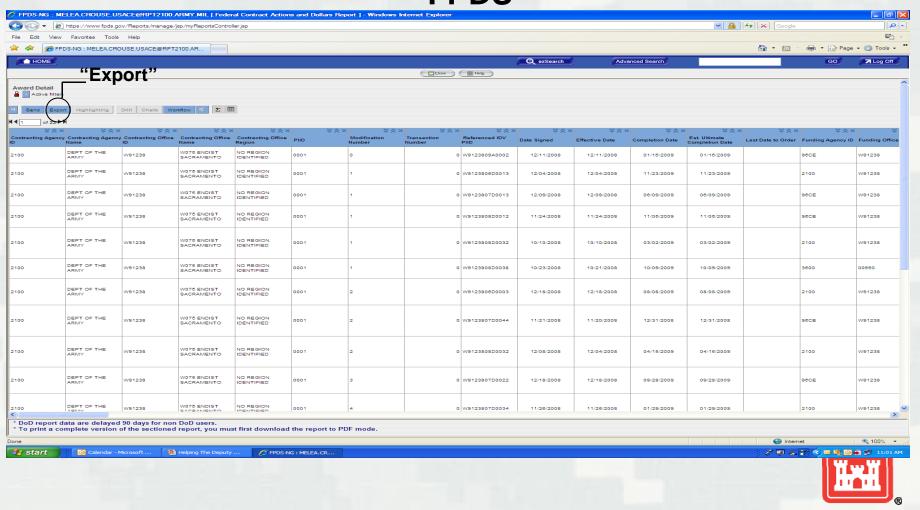












Marketing Your Firm
The Basics

What is the No. 1 Marketing Tool?!?!?!

Think about it for now....



Marketing Your Firm
The Basics

#### Business Cards

- –Do you have all the information on your card?
- -Does your card tell us what you do?
- •Email, Mail, or Call
  - -Which is the best method in communicating your firm's talents?



Marketing Your Firm
The Basics

### Conferences

- -Which conference to attend?
- -Volunteer to be on a committee?
- -"Other-Than-Small" Business Participation?



Marketing Your Firm
The Basics

- Do your Homework
  - -Who buys what you sell?
  - -How do they buy it?
  - -When do they buy it?
- Use your Resources
  - -Who are they?
  - -When to use them?



Marketing Your Firm The Basics

- •If USACE comes a knockin'...
  - -Answer the door and follow-through.
  - -You don't have the time to respond?



Marketing Your Firm Helpful Hints to Briefings

- Requesting a Capabilities Brief:
- •The Facilitator: Small Business Specialist
- •Audience:

Technical Staff
Contracting Officer/Specialist
Small Business Advocate

\*\* The Facilitator should ALWAYS be the Small Business Specialist \*\*

Marketing Your Firm Helpful Hints to Briefings

•Who Should Brief:

•YOU!!! (Who knows you best?)

- •Who Should not brief ---
  - A professional "briefer" not otherwise associated with your firm
    - \*They don't know you as well as you know yourself
    - \*Gives impression you are not well prepared



# Marketing Your Firm Helpful Hints to Briefings

#### •What Should You Brief:

- Your Capabilities
- Your Talents
- Your Past Performance
- Your Strengths

\*\* Certifications should be the last thing mentioned \*\*



# Marketing Your Firm Helpful Hints to Briefings

- •What you Should NOT brief:
  - The FAR (KOs already know the regs)
  - •Things you CAN'T do (this is not an incapability briefing)
  - Some other firms' talents and capabilities (let them do their own work!)
  - Negative information (your opinion of Government personnel, etc.)

Marketing Your Firm Helpful Hints to Briefings

- •When and Where Should You Brief:
  - •BEFORE the prime buying season (this is *NOT* the 4<sup>th</sup> Quarter)
  - Briefing should be portable
    - Ready to present as a tabletop or on-screen
    - Bring your own equipment including projector



Marketing Your Firm Helpful Hints to Briefings

- Making a Good Impression
  - •Make an appointment & be on time
  - Allow ample time for clearing security (military or Federal Bldgs)
  - A picture is worth 1000 words
  - Completed projects that showcase your efforts
  - Work in progress that highlights special crews
  - Delivered commodities



Marketing Your Firm
Helpful Hints to Briefings
•Making a Good Impression (cont'd)

- Practice, Practice
- Be comfortable in all possible settings
- Polish your presentation---if you don't sound good, you won't look good
- Turn Off the Cell Phone
- •What do I do afterwards?



Marketing Your Firm Facility "Gatekeepers"

- Visit Department of Defense Installations
- A listing of all Small Business Specialists
  - Selling to the Army -

http://sellingtoarmy.com/User/Misc/SearchASBS.aspx

Selling to the Air Force -

http://safsbadmin.mysite4now.net/Locator/LocatorMap.aspx

•Selling to the Navy -

http://www.donhq.navy.mil/OSBP/about/sbs-state.html



What is the No. 1 Marketing Tool?!?!?!?

ationships....

Responding to sources...

Capabilities Presentation

**Attending Conferences...** 



QUESTIONS???

